

Class Code: 9240
EEO Code: 2

JOB DESCRIPTION
SOCIAL WORK TRAINEE – NOT CLASSIFIED

NOTE: This job description is intended to be used only for the recruitment and employment of individuals in a training capacity. There will be no positions classified as a Social Work Trainee, but agencies may use this description for underfilling Licensed Social Worker positions, with individuals who are not yet licensed in North Dakota. A candidate may be a new graduate who has completed all academic coursework required for a bachelor's or master's degree in social work, or an out-of-state applicant who has a bachelor's or master's degree in social work. These appointments are intended to be time-limited, not to exceed ninety (90) working days.

All duties are performed under the immediate and close supervision of a licensed social worker (LSW). All tasks defined below are done in conjunction with and to assist licensed social workers in delivering services to clients.

Individuals assigned to this description assist in performing duties associated with providing social services. Duties may include shadowing social workers in their day-to-day activities; assisting social workers in the completion of forms; attending Child Welfare Training, transporting foster children for visits; collecting samples from clients for urinalysis; assisting with foster parent recruitment and retention activities; attending Child and Family Team, Child Protection Team or other related team meetings; assisting in interviewing clients about available services; assisting clients with daily living skills and services to accommodate treatment plans, and other varied duties to allow the trainee to become familiar with many aspects of the profession.

Minimum Qualifications:

Requires a bachelor's or master's degree in social work from an accredited school and eligibility for licensure as a Licensed Social Worker (LSW) as determined by the North Dakota Board of Social Work Examiners (NDCC Chapter 43-41).

Effective Date: 7/1/10